

Public Transit Procurement Policies and Procedures	Subject: Policy for Advertising for Solicitations	Number: 030 Issue Date: 05/01/02
Approved: Al Villaverde	Initiating Division: Management Services	

I. Purpose

It is the goal of the Public Transit department to inform all prospective Bidders/Proposers when Solicitation documents are available and the scheduled opening dates and times of those Solicitations.

All Solicitations, Pre-Bid Conferences, and anticipated Sole Source awards shall be advertised. Advertisement includes print media as well as posting solicitation information on the Internet site for Transit Procurement.

Advertisements made for Bids shall comply with statutory requirements. The advertisement shall state where sealed Bids/Proposals will be delivered, the date Bids/Proposals must be received and the date and time Bids/Proposals are to be opened.

Contract Specialist shall mail or otherwise make available solicitations or notices of the availability of solicitations to all prospective respondents.

II. Procedure

Administrative Aide (Procurement) shall submit advertisement material to City Clerk's Office. City clerk's office shall submit the proof of advertisement or affidavit to Administrative Aide (Transit Procurement) for record purposes. The Administrative Aide (Procurement) shall file the affidavit in the appropriate procurement file, under a designated tab.

The document appear as follows:

**UNTIL TUESDAY (OR OPENING DAY), 2:00 P.M. (OR OPENING TIME),
JANUARY 11, 2000 (OR OPENING DATE)**

**BID SERIAL # BID TITLE
(IN BOLD, ANY PRE-SOLICITATION CONFERENCE
INFORMATION, INCLUDING DATE, TIME AND
LOCATION ADDRESS OF CONFERENCE)**

Advertisements are posted in the CITY's legal newspaper of record and other publications as deemed fit.

For FTA funded procurements Advertisements, Administrative Aide (Procurement) shall advertise in appropriate media and obtain affidavit in addition to tasks performed by City Clerk.

For Sole Source procurements (in excess of \$10,000) advertisements will be posted in appropriate media stating the following:

SOLE SOURCE: CITY OF PHOENIX, PUBLIC TRANSIT
DEPARTMENT INTENDS TO RECOMMEND THE AWARD OF A SOLE
SOURCE CONTRACT TO _____ FOR
_____. UNLESS OTHER VENDORS
DEMONSTRATE THAT THEY HAVE A COMPARABLE PRODUCT /
SERVICES THAT WILL MEET THE CITY'S NEEDS.

INTERESTED VENDORS SHOULD CONTACT CONTRACT
SPECIALIST AT 302 NORTH FIRST AVENUE, SUITE 700, PHOENIX,
AZ 85003, VIA EMAIL AT kdayal@vm.maricopa.gov OR BY
TELEPHONE AT 602- 261-8283, OR BY FAX AT 602-495-2002
BEFORE 4 :00 P.M. OF _____ .